

DISPOSITION GUIDE FOR AUXILIARY PAPER HOLDINGS (APH)

1. Definition of Auxiliary Paper:

a. At headquarters -- all papers:

- (1) The content of which does not meet the criteria for central control by headquarters code file number as part of the [ ] official records system [ ] or 25X1 25X1
- (2) That are extra (non-record) copies maintained for temporary ease of reference, or
- (3) Controlled for administrative or management purposes only; not for informational content. 25X1

b. In the field -- all papers except those which:

- (1) Contain information of record value (see para. 8.b. of Chapter III of [ ] and/or other appropriate instructions), and,
- (2) Are not available at headquarters.

2. Use of this Guide:

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- a. [ ] and headquarters elements are responsible for purging their files of useless and marginal papers. This Guide is provided as a supplement to [ ] to assist responsible officers in identifying and disposing of papers that absorb undue amounts of useful office space, require manpower and funds in the sterile maintenance of marginal or duplicate files and indices and may create unnecessary security hazards in some circumstances.
  - b. This Guide provides criteria which the responsible officials at headquarters and in the field may use or may adjust to meet his particular needs. Suggestions for improvement of the Guide to make it more realistic and useful should be addressed to the DD/P Records Management Officer at headquarters.

3. Content:

- a. Part I - Ancillary Operational Records Pages 2 - 5
  - (1) Notes - Numbers 1 through 4 Page 5
- b. Part II - Support and Administrative Records Pages 6 - 11
  - (1) Notes - Numbers 5 through 7 Page 11

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10. Non-Current Files, including  
predecessor files

Integrate pertinent data into present official file  
system; destroy residue.

NOTES APPLICABLE TO ANCILLARY OPERATIONAL RECORDS

- NOTE #1 - Screen periodically to purge duplicate or obsolete data; as a general practice, file folders that reach one inch in thickness should periodically be cut-off (i.e. make a new folder) to facilitate disposition.
- NOTE #2 - Specific retention periods are not fixed in this Guide; these holdings should be retained for only such time as there is an actual demonstrable need in the present or foreseeable future; do not retain on basis of indefinite possible future need.
- NOTE #3 - A simple record of file folders destroyed (but not of individual un-indexed documents) should be kept. When indexed documents of no value are destroyed, the auxiliary index card(s) may be destroyed or amended, if feasible; otherwise, keep a list or cross reference of destroyed indexed documents so that when the referent card is found in current trace work it can be destroyed or amended as appropriate -   This note applies primarily to <sup>25X1</sup>field files.)
- NOTE #4 - Ancillary Operational Records are normally destroyed instead of retired. However, when valid reason exists, such holdings may be retired with automatic review for destruction at end of one year. Field records will be retired only in exceptional cases where such records are not duplicated at headquarters.

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S E C R E T

NOTES APPLICABLE TO SUPPORT AND ADMINISTRATIVE RECORDS

NOTE #5 - The "Handbook for Subject Filing"

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provides guidance for filing of support and administrative materials (record and non-record).

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NOTE #6 - Headquarters Staffs and Divisions will insure that record copies of support documents are provided currently to the proper DD/S "Office of Record". In cases of sensitive projects or similar activities, where the DCI has exempted application of normal support procedures, the  headquarters element concerned is responsible for:

a. Maintaining complete records, and

b. Providing a proper cross-reference or sanitized extract to the proper DD/S "Office of Record".

NOTE #7 - Files required to be held in excess of the period required for use or reference at a headquarters branch or field station may be retired to the Records Center (headquarters) with definite instructions for destruction at the end of the specified period.

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